

ADMINISTRATIVE POLICY # 4

WORKERS COMPENSATION

When a worker is injured on the job, it is important that the employer take immediate action.

The first step is to send the employee for any necessary medical care and treatment.

The second step is to have employee complete the "Employers First Report of Injury Form." This form must be completed within 48 hours of injury or diagnosis of an occupational illness.

Send the original "Employers First Report of Injury Form" to the Finance Director and one copy to the Town Administrator's office. The Finance Director will notify the Commonwealth of Massachusetts and the insurance company.

This policy does not apply to Fire and Police who must follow the 111F policy set by the Chief of Police and Chief of Fire.

3/13/12 Date approved by the Board of Selectmen

Pamela T. Nolan
Signature of Town Administrator